## ⇨ Office Management
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eLearningCourse Title: <span style="color:red">Office management helps to maintain a close relationship between the different departments and people. It regularly supplies order, command, and instruction to different people.</span>

eLearning Course **Type: Free or Paid:** ___(Kindly specify)_____

If Paid, Registration Fee (including GST):- _1500_____

Course conducted by Group/ Regional DirectorateName:- _____

Name&Designation of Course Coordinator:_____

Course Coordinator Contact Details:  _____

eLearning Program Start Date:_____ |

eLearningDuration:FromTo_____

About eLearning Program(Brief One para): -

<span style="color:red">This course intends to teach the necessary awareness about the concept of office and office management including concept of office, i.e, work environment, office layouts and office conditions in detail.</span>

eLearningCourse Coverage (Specify Module details) :-

<span style="color:red">MODULE I   - Will help you to understand the basic overview of Office Management.</span>

<span style="color:red">MODULE II -will help you to learn the concept of Office Management</span>

<span style="color:red">MODULE III –through this module you will learn elements of Office Management.</span>

<span style="color:red">MODULE IV –through this module you will learn elements of Office Management.</span>

Register to learn (Key Learnings' in bullet points)
- What is an office?
- Importance and functions of office
- What is office management, its importance and functions?
- Office manager, skills required and functions of office manager.
- Work environment-its elements, characteristics, types and importance of a positive work environment
- Office layouts

- Physical conditions of the office
- Mail handling
- Filing and Indexing
- Office forms and Appliances
- MIS-Management Information System

Register in advance for this eLearning program:

*Registration Start Date:*
*Registration End Date:*

Thanks & Regards
NPC Team

**Important Instructions:-** As per direction, all Group Heads/ Regional Directors are requested to strictly adhere for providing their respective eLearning Program details for uploading on NPC website & social media platforms at least 10-12 in advance.
- Kindly forward the eLearning Content (PPT /PDF) for publishing/uploading on NPC website in advance. Kindly indicate/ specify the content source i.e. APO or NPC or Others.